

# Business Zoning Review

For  
Zoning Compliance Certificate

Before a Zoning Compliance Certificate is issued, all required pre-approvals by other Borough agencies i.e. fire, health, police, etc., must be obtained.

|  |   |
|--|---|
| One (1) copy of the following must be submitted to the Zoning Official |   |
| 1.   | <b>Completed Application</b>  |
| 2.   | <b>Photos</b> front, sides, & rear  |
| 3.   | <b>Site Survey/Plan</b> may not be more than five (5) years old and scaled to 1:20. This must show all signage, parking etc.. |
| 4.   | <b>Building Plans/Layout</b> showing all tenant spaces & uses etc..   |

All signage requires a separate zoning permit application to be filed and may require a construction permit. Please follow the sign regulations as per the Westwood Zoning Ordinances for the zone which you are in.

The **Office Copy** of this application **MUST BE SIGNED** by the Health Department, Sharon Blehl, **Only**, before the Building Department can accept your application.

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Sharon Blehl

Date

**Health Department Inspections ARE REQUIRED before Opening**

Food Related Services  
Pet Shops  
Nursery Schools  
Nursing Home Facilities

PLEASE COMPLETE APPLICATION ON REVERSE SIDE

|  |  |       |     |      |
|--|--|-------|-----|------|
| Site Address   |  | Block | Lot | Zone |
| Type of Application  | <input type="checkbox"/> Change in Tenant <input type="checkbox"/> Change in Ownership |       |     |      |
| <b>Property Owners Information:</b>  |  |       |     |      |
| Name   |  |       |     |      |
| Address  |  |       |     |      |
| Phone #  |  |       |     |      |
| Fax #  |  |       |     |      |
| <b>Previous Business Name</b>  |  |       |     |      |
| <b>Previous Business Use</b>   |  |       |     |      |
| <b>Property Owners Permission</b><br>By signing this application I am giving you permission to visit my property to view and verify all existing conditions if it is needed. |  |       |     |      |
| Signature of Property Owner: _____ Date: _____   |  |       |     |      |

*Include 1 copy of the following items*

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Photo   | <input type="checkbox"/> Interior Bldg plan, neat to scale | <input type="checkbox"/> Sealed/Engineered Site Plan w/ parking layout(under 5 yrs) |
| <input type="checkbox"/> Check made payable to "Borough of Westwood" in the amount of Two Hundred dollars (\$200.00) |  |   |
| Date   | Check #  | Batch #   |

*I certify that the statements made herein are true:* \_\_\_\_\_  
 \_\_\_\_\_ Landlord / Tenant (Circle one)

Any incorrect or falsified information will render this application void and any approvals based on it.

**Proposed New Tenant / Owner and Use Information**

|                                       |   |
|---------------------------------------|---|
| Registered / Legal / Corp. Name       |   |
| Business (d b a) Name                 |   |
| Sq Footage being Leased / Sold        |   |
| Business Owners Name                  |   |
| Business Owners Home Address          |   |
| Business Owners Tele. # & Fax         |   |
| Hours of Operation to be              |   |
| Days of Operation will be             |   |
| Number of Employees will be           |   |
| # of Designated Parking Spaces        |   |
| <b>Business Use -- -----→</b>         | Attach a detailed, typed description of your proposed use           |
| <b>Building Improvements -----→</b>   | Description of proposed renovation, other than general painting etc |
| <b>Signage to be installed -----→</b> | Separate application must be filed                                  |
| <b>Outside Storage -----→</b>         | Not Allowed in any Zone   |

\* \* \* \* For Zoning Official's Use Only \* \* \* \* \*

Any missing information will render this application **denied** and another fee will be assessed